

Nadder Centre Board

Terms of Reference and Constitution.

The following terms of reference and constitution are recommended to the SW Wiltshire Area Board for approval. They are based upon Wiltshire Council's draft guidance "Community Area Health & Wellbeing Group Terms of Reference" dated 1 Nov 2015

The Role of the Board

The Nadder Centre is a Wiltshire Council facility to be managed by Wiltshire Council staff (assisted by volunteers) **under the direction of the South West Wiltshire Area Board.** The Nadder Centre Board (NCB) is a non-executive advisory sub-group appointed by the Area Board to assist the Area Board by:

- Overseeing the delivery and promotion of the Area Board's strategic objectives for the Centre, including health and wellbeing and other locally agreed priorities
- Promoting the Centre in the community
- Supporting its operation by working closely with and providing advice and guidance to the local Health and Wellbeing team (HWT)
- Monitoring its financial performance
- and making recommendations to the Area Board

Wiltshire Council recognises that the Nadder Centre is to serve the Community and is paid for by the Community and **will therefore consult the Area Board on all proposals that affect its operation before making decisions.** The Area Board will in turn consult the NCB before making directions itself or responding to Wiltshire Council proposals. The NCB will be supported and advised by the local Community Engagement Manager who will also ensure effective liaison with the Health & Wellbeing Team.

Constitution

The NCB will have up to 11 members who will be appointed by the Area Board. Members will be selected from available volunteers to provide a range of expertise and community involvement. The Area Board will review the NCB membership annually and reappoint as necessary.

The NCB will be chaired by the Tisbury Division Wiltshire Councillor.

The NCB will appoint a secretary who may be the Wiltshire Council Community Engagement Manager. In any case the CEM will be invited to attend as a non-voting adviser and observer.

The quorum will be 5 members including the Chairman or the Chairman's nominee.

Resolutions will be approved by simple majority with the Chairman having the casting vote.

The NCB will meet monthly until the end of the first year of operation and quarterly thereafter.

All meetings and their agenda will be announced to members at least five days in advance and published on the Nadder Centre and Area Board websites. Meetings will be held in private unless previously agreed by the Chairman. At the Chairman's discretion and subject to their making their request in advance, stakeholders (organisations using the facilities and also St John's Primary School and Tisbury Amateur Swimming Club) and members of the public may attend and speak.

The minutes of NCB meetings will be published on the Area Board and Nadder Centre websites.

The NCB may invite individual members to take responsibility for and if necessary create subgroups of co-opted volunteers to deal with specific topics including:

- Finance
- Marketing
- Events
- Education
- Stakeholder relations
- Liaison with the 17 parishes in the Community Area.

Reporting and Consultation

The CEM will provide a report to each NCB meeting covering at least the following topics:

- Usage
- Progress towards an agreed business plan
- Performance against targets
- Operational changes and proposals for works
- Financial performance against budget
- proposed staffing changes
- Complaints and customer feedback
- Major events
- Achievements
- Promotion, marketing and publicity

The Chairman will present the NCB's resolutions and recommendations to the Area Board.

Communications marketing and publicity

The NCB shall ensure that an effective communications strategy is developed and delivered to keep the local community informed and engaged.

Members of the NCB may not issue media statements. All media statements about the Nadder Centre must be agreed between the Chairman of the NCB and the Chairman of the Area Board in consultation with Wiltshire Council's corporate media team.